

EMPLOYMENT SERVICES WORKFLOW

Process Steps to Coordinate DSPD and VR Employment Services

	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Individual's Responsibilities:
1	Support the Individual in making contact with the local Vocational Rehabilitation (VR) office	<ul style="list-style-type: none"> Assist the Individual in making contact with their local VR office in person or through teleservices Assist the Individual to schedule an orientation 	<ul style="list-style-type: none"> Collaborate with the Support Coordinator and Individual to attend an orientation presentation 	<ul style="list-style-type: none"> Make contact with the VR office Schedule an orientation appointment
2	Complete VR application	<ul style="list-style-type: none"> Support Individual to complete and submit their VR application 	<ul style="list-style-type: none"> Provide access to a VR application 	<ul style="list-style-type: none"> Complete the VR application
3	Complete VR orientation and meet with a Counselor	<ul style="list-style-type: none"> Assist the Individual to attend orientation in person, online, or through teleservices 	<ul style="list-style-type: none"> Conduct orientation Meet with Individual to help them understand the eligibility process and to understand the person and their needs. 	<ul style="list-style-type: none"> Complete the orientation. (online video or in person) https://www.youtube.com/watch?v=9eXcpUm9HaU
4	Wait for VR eligibility determination	<ul style="list-style-type: none"> Assist the Individual to schedule a meeting with a VR Counselor after they have received their eligibility letter 	<ul style="list-style-type: none"> Prepare and send eligibility determination to the individual 	<ul style="list-style-type: none"> Look for the eligibility letter in the mail Upon arrival, call support team to schedule a meeting with a VR Counselor
5	Attend a Meeting with VR Counselor	<ul style="list-style-type: none"> Attend meeting in person or via teleservices Complete and return Department of Workforce Services Utah State Office of Rehabilitation (DWS USOR) Form 58a if requested 	<ul style="list-style-type: none"> Start the conversation about employment, and develop a plan based on employment goal within 90 days of the meeting For Individuals on the Supported Employment (SE) track, VR initiates DWS USOR Form 58a when an Individual Plan for Employment (IPE) is established Coordinate Individual's decisions with the Support Team 	<ul style="list-style-type: none"> Communicate employment goals to Support Team Help the team determine what your employment needs are Choose a Community Rehabilitation Provider (CRP) Attend meeting in person or via teleservices

	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Individual's Responsibilities:	Expectations of CRP
6	Participate in VR services	<ul style="list-style-type: none"> Be an active and participating member of the support team Adjust any DSPD services as needed Attend meetings as much as possible 	<ul style="list-style-type: none"> Authorize employment supports Document and communicate progress Be an active and participating member of the support team 	<ul style="list-style-type: none"> Communicate with your job coach and your support team regularly Be an active member of your support team Attend and participate in all scheduled meetings Be a valuable employee 	<ul style="list-style-type: none"> Job coaching and job development activities Meet frequently with the support team Meet with the Individual for activities as necessary Be an active and participating member of the support team
	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Individual's Responsibilities:	RFS Team Role
7	Prepare for DSPD to fund extended employment services Begin this process at least 60 days prior to "Anticipated Date Extended Services"	<ul style="list-style-type: none"> Attend job stability meeting Collect and upload DWS USOR forms 58b and DWS USOR Forms 93 and 95 into USTEPS from VR Counselor Complete a Request for Services (RFS) if needed A RFS requires: Work Strategy Assessment (WSA), DWS USOR Form 93 documentation (Three months of job coaching documentation), and DWS USOR Form 58b attached to the RFS in USTEPS 	<ul style="list-style-type: none"> Conduct job stability meeting Complete DWS USOR forms 58b, 93 and 95 covering three months of job coaching support and send to the Support Coordinator 	<ul style="list-style-type: none"> Continue at your chosen job Communicate if you need any changes in supports 	<ul style="list-style-type: none"> Provide an impartial assessment of all the requested services after VR services are fully utilized Review all documentation and justification to ensure the individual's health and safety needs have been met Deliver individual decision based on consensus of committee members
	STEP	Support Coordinator Responsibilities:	VR Responsibilities:	Individual's Responsibilities:	
8	DSPD funds extended employment services	<ul style="list-style-type: none"> Coordinate ongoing supports and transfer services 	<ul style="list-style-type: none"> Once DWS USOR form 58b, 93, and 95 are completed and sent to the Support Coordinator, the VR case will remain in Employed status for 90 days 	<ul style="list-style-type: none"> Continue services through DSPD 	

Note: If the individual loses employment, it may be appropriate to repeat steps 1 through 8. Use your best professional judgement and follow all current DSPD and VR guidance.